

Technology Skills Continuum – Tenth Grade

Desktop Publishing (e.g., Word, Publisher, InDesign, etc.)

Technology Standards Connection: TS 1, TS 3, TS 5, TS 6, TS 7, TS 13

Teacher Instructs/Student Practices
2nd Year

Advanced Formatting

- Tracking revisions/changes (e.g., Review tab in Word)

Keyboarding (e.g., Type to Learn, integrated into assignments, etc.) Typing can occur in any subject, during any period, and includes typing for classwork and homework.

Technology Standards Connection: TS 3, TS 11

Students Maintain Skills by

Standard

- Typing **multi-page**, double spaced document with 12 point font at **40 wpm**

Practice

- Between all their classes, students will type for a minimum of **100** minutes a week (**20** minutes of practice daily)



Digital Presentation (e.g, PowerPoint, ActivInspire, Prezi, MovieMaker, etc.)

Technology Standards Connection: TS 1, TS 3, TS 5, TS 7, TS 13, TS 14

Teacher Instructs/Student Practices

2nd Year

Formatting & Presenting

- Grouping & ungrouping objects
- Aligning objects
- Hiding slides/pages
- Exporting presentation into multiple formats (e.g., PDF, movie, etc.)

Design

- Connecting all design elements (colors, font, sizes, alignment, placement/organization, etc.) to cohesively communicate a story around the topic that engages the audience

Video

- Importing video into video editing software
- Adding text to a video project (e.g., credits, titles)
- Adding sound to a video project
- Using a timeline view to edit a video project
- Managing multiple video clips in a video project
- Trimming & splitting video clips in a project
- Adding transitions
- Saving video projects
- Publishing video projects (to be played on a different device)



Research & Citation (e.g., Citation Maker, KnightCite, etc.)

Technology Standards Connection: TS 1, TS 4, TS 5, TS 6, TS 7, TS 8, TS 10, TS 14

Teacher Instructs/Student Practices <i>1st Year</i>	Teacher Instructs/Student Practices <i>2nd Year</i>	Teacher Assists/Student Masters
<p>Research</p> <ul style="list-style-type: none"> • Synthesizing information from research and apply a variety of digital presentation tools to create a multimedia project • Creating a database of resources useful for research (e.g., Excel) 	<p>Research</p> <ul style="list-style-type: none"> ➤ Analyzing and selecting a digital management tool for organizing a research project (e.g., online calendar, OneNote, Haiku, etc.) ➤ Using a variety of digital resources (search engines, library catalogs, databases, email, etc.) to access and evaluate relevancy and credibility of information ➤ Choosing the most effective digital tool for gathering information and perspectives <p>Citation</p> <ul style="list-style-type: none"> ➤ Adhering to copyright law to honor original works by independently and accurately using MLA citations to credit work 	<p>Research</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contributing to a database of resources useful for research (e.g., list of websites for research topic) <input type="checkbox"/> Designing a multimedia product to represent understanding from research, that incorporates a variety of digital tools

Data Gathering & Analysis (e.g., Excel, simulations, probeware, etc.)

Technology Standards Connection: TS 2, TS 3, TS 6, TS 7, TS 8, TS 13

Teacher Instructs/Student Practices <i>1st Year</i>	Teacher Instructs/Student Practices <i>2nd Year</i>	Teacher Assists/Student Masters
<p>Data Gathering & Manipulation</p> <ul style="list-style-type: none"> • Entering & editing complex formulas using order of operations • Sorting & filtering data • Use an absolute cell reference in a formula 	<p>Formatting</p> <ul style="list-style-type: none"> ➤ Using conditional formatting to format cells ➤ Freezing & unfreezing headings ➤ Formatting graph elements (colors, axes, labels, legends, alignment, etc.) ➤ Inserting & deleting comments 	<p>Data Gathering & Manipulation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Entering & editing simple formulas (+, -, x, ÷) <input type="checkbox"/> Moving & copying formulas and functions <input type="checkbox"/> Adding a trendline (line of best fit) to a graph



Collaboration (e.g., wikis, discussions, email, OneDrive & Office 365, OneNote, etc.)

Technology Standards Connection: TS 3, TS 4, TS 14

Teacher Instructs/Student Practices

2nd Year

Sharing & Communicating

- Tailoring digital communication based on audience (formal, informal, professional, etc.)
- Using digital comments from others to make changes to shared documents
- Using a digital tool to organize group thoughts around multiple points of view
- Design a collaborative digital project or presentation

Digital Citizenship (e.g., Common Sense Media, AUP, etc.)

Technology Standards Connection: TS 9, TS 10, TS 12

Teacher Instructs/Student Practices

2nd Year

AUP

- Applying understanding of AUP to appropriately use technology in the learning environment and with personal relationships

Organization

- Applying a file and folder organization strategy seamlessly across multiple devices, including the cloud
- Using the cloud to manage files and folders across multiple devices

Troubleshooting

- Trying alternatives to solve technology problems (developing work-arounds)
- Using online resources to troubleshoot technology problems

